



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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September 14, 2023

**DIVISION MEMORANDUM:**

No. 192 s. 2023

**3<sup>rd</sup> QUARTER COORDINATION MEETING AND SEMINAR/WORKSHOP  
ON THE PREPARATION OF CY 2023 THIRD QUARTER FINANCIAL REPORTS**

**TO: SDO Accountant  
SDO Administrative Officer V (Budget)  
School Heads of Implementing Units  
Selected SDO Accounting Personnel  
School Accountants/Senior Bookkeepers of Implementing Units  
Administrative Assistants In-Charge in the Preparation of Reports  
All Other Concerned**

1. The 3<sup>rd</sup> Quarter Coordination Meeting and Seminar/Workshop on the Preparation of CY 2023 Third Quarter Financial Reports spearheaded by the Association of Accountants and Senior Bookkeepers of DepEd Sorsogon Implementing Units, Inc. will be held on September 28-29, 2023 at Beata Beach and Sanctuary, San Sebastian, Sta Magdalena, Sorsogon.
2. The 2-Day activity aims to:
  - a. capacitate the participants and provide technical assistance to newly appointed Accountants, Senior Bookkeepers and Administrative Assistants in preparation of financial reports;
  - b. improve the recording system and data gathering pertaining to the budget allotment and utilization;
  - c. fast-track the consolidation/integration of the financial reports from implementing units;
  - d. be able to submit Quality, Timely and Error-free Budget and Financial Accountability Reports prescribed by the DepEd central,



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regional and division office, Commission on Audit (COA) and other oversight agencies; and

e. address other related financial issues and concerns.

3. The target participants from the Division Office and IU's are as follows;

<b>Regional Office</b>	<b>No. of pax</b>
• Chief Administrative Officer for Finance	1
• Administrative Officer IV (Budget)	1
• Administrative Officer II (Budget)	1
<b>Division Office</b>	
• Schools Division Superintendent	1
• SDO Accountant III	1
• SDO Administrative Officer V (Budget)	1
• SDO Accounting and Budget Personnel	4
<b>Secondary Implementing Units</b>	
• Accountant I and Senior Bookkeepers	36
<b>TOTAL</b>	<b>46</b>

4. Enclosed are the following documents for reference:

Enclosure No. 1 - List of Expected Guests and Participants  
Enclosure No. 2 - Training Matrix  
Enclosure No. 3 - Technical Working Group

5. Participants are instructed to bring their laptops, New USB Flash Drive, Extension wires, External Hard Drive (back-up) and all necessary documents needed in the preparation of financial reports.

6. Enhanced Financial Reporting System (EFRS), Budget Monitoring System (BMS) and Unified Reporting System (URS) reports as of September 30, 2023, are **strictly required** to be submitted at the end of the workshop.



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7. Travel expenses and a registration fee of four thousand (P 4,000.00) pesos per participant, which shall cover the board and lodging, meals, training materials and other expenses relative to the workshop shall be charged to local funds subject to usual accounting and auditing rules and regulations.
8. The workshop will start at 8:00AM of September 28 and will end on September 29 at exactly 5:00 PM. Participants are expected to come on time. The First meal to be served is morning snacks on Day 1 while last meal is afternoon snacks on Day 2.
9. For other details, please contact **Mr. Lowie N. Villa**, Association President at mobile number (0951)7598060 or email at [lowie.villa@deped.gov.ph](mailto:lowie.villa@deped.gov.ph).
10. For information, guidance, and compliance of all concerned. Immediate dissemination of this Memorandum is earnestly desired.

**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent

Encls:As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
FINANCE /TRAINING



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Enclosure No. 1:

**LIST OF EXPECTED GUESTS & PARTICIPANTS**

No.	Name	Position	Station
<b>Regional Office</b>			
1.	Teresa C Arcayera	Chief Admin Officer	FD, ROV
2.	Ilya O Vargas	Administrative Officer IV	FD, ROV
3.	Janela L Losito	Administrative Officer II	FD, ROV
<b>Schools Division Office</b>			
1.	William E. Gando, CESO VI	Schools Division Superintendent	SDO Sor
2.	Paul Andy Deblois	Accountant III	SDO Sor
3.	Valentina Hugo	Administrative Officer V	SDO Sor
4.	Jose Rome Digo	Admin Officer II(Budget)	SDO Sor
5.	Kathleen Velasco	Admin Officer II (Budget)	SDO Sor
6.	Eilen Bachiller	AO II (Accounting)	SDO Sor
7.	Orlando Duka Jr	AO II (Accounting)	SDO Sor
<b>Implementing Units</b>			
8.	Lowie Villa	Sr. Bookkeeper	Abucay NHS
9.	Sharmaine L. Funelas	ADAS II	Abucay NHS
10.	Allan Extremera	Sr. Bookkeeper	Barcelona NHS
11.	Marvin Jeresano	Sr. Bookkeeper	Biriran NHS
12.	Ma Theresa Galindes	ADAS II	Biriran NHS
13.	Oliver Escobedo	Sr. Bookkeeper	Buhang NHS
14.	Alex Gillego	Accountant I	Bulan NHS
15.	Michelle Escandor	Sr Bookkeeper	Bulusan NHS
16.	Gerard Escobar	ADAS II	Bulusan NHS
17.	Karen Collera	Sr. Bookkeeper	Casiguran TVS
18.	Grace Bercasio	Sr. Bookkeeper	Castilla NHS
19.	Neptali Bercasio	Sr. Bookkeeper	Cumadcad NHS
20.	Cherry Buendia	Sr. Bookkeeper	Dinapa NHS
21.	Arnie Oliva	Sr Bookkeeper	Donsol NCHS
22.	Charisse Baltazar	Sr. Bookkeeper	Donsol VHS
23.	Reyzela Lasap	Sr. Bookkeeper	Gabao NHS
24.	Jose Mari Magdaong	Sr. Bookkeeper	Gallanosa NHS
25.	Eva Jane Hagos	Administrative Assistant	Gallanosa NHS
26.	Luz Estares	Accountant I	Gubat NHS
27.	Dennis Jardiolin	Cashier I	Gubat NHS



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28	Jocelyn Correa	Sr Bookkeeper	Juban NHS
29	Virginia Buelo	Sr. Bookkeeper	Macalaya NHS
30	Mercedes Gabuyo	Sr. Bookkeeper	Magallanes NHS
31	Vincent John Freo	Accountant I	Magallanes NVHS
32	Maliette Jasareno	Sr. Bookkeeper	Matnog NHS
33	Luciano Belaro	Accountant I	Pilar NCHS
34	Genesis Lumberio	Administrative Assistant II	Pilar NCHS
35	Mary Rose Caraballo	Cashier I	Pilar NCHS
36	Ribb Garces	Sr. Bookkeeper	Pto Diaz NHS
37	Alena Parcia	Sr. Bookkeeper	Salvacion NHS
38	Ma Gemma Llovit	Administrative Assistant	Salvacion NHS
39	Ma Gina Guelas	Sr. Bookkeeper	San Francisco NHS
40	Reil Elpos	Disbursing Officer II	San Isidro NHS
41	Nonilon Frando	Sr Bookkeeper	Sta Magdalena NHS
42	Lerma Guarino	Disbursing Officer II	Sta Magdalena NHS
43	Irene Frayres	Sr Bookkeeper	Talaonga NHS



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Enclosure No. 3:

**EXECUTIVE AND TECHNICAL WORKING COMMITTEES**

Executive Chairperson: **WILLIAM E. GANDO**, Schools Division Superintendent  
Executive Co-Chairpersons: **PAUL ANDY B DEBLOIS**, Accountant III  
**VALENTINA E. HUGO**, AO V(Finance)  
**LOWIE N. VILLA**, Senior Bookkeeper, Abucay NHS

**Registration**

Chairman: Karen S. Collera  
Members: Riel Elpos  
Sharmaine Funelas  
Ma Theresa Galindes  
Mercy Gabuyo  
Grace Bercasio

**Certificates and Documentation**

Chairman: Genesis Lumberio  
Members: Mary Rose Caraballo  
Luciano Belaro  
Maliette Jasareno  
Ma Gina Guelas

**Sounds and Venue Preparation**

Chairman: Oliver Escobedo  
Members: Dennis Jardiolin  
Nonilon Frando  
Allan Extremera  
Neptali Bercasio

**Program**

Chairman: Michelle Escandor  
Members: Cherry Buendia  
Eva Jane Hagos  
Charisse Baltazar

**Ways & Means and Auxiliary Services**

Chairman: Marvin S Jeresano  
Members: Jocelyn Correa  
Ribb Garces  
Virginia Buelo

**Fellowship Night**

Chairman: Alex Gillego  
Members: Arnie Oliva  
Alena Parcia  
Vincent John Freo



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